

To/From

The following table explains how to complete the To/From items.

<u>Item</u>	<u>Completion Instructions</u>
<i>To</i>	Address the form to your Contracting Officer or other designated person including the name and address of the NASA Center.
<i>From</i>	Enter your company's name, address, and division, if you have one.

Item 1. Description Of Contract

The following table explains how to complete item 1.

<u>Item</u>	<u>Completion Instructions</u>
<i>1a. Type</i>	Enter your type of contract (e.g., cost plus fixed fee, cost plus incentive, etc.)
<i>1b. Contract No. and Latest Definitized Modification No.</i>	Enter your contract number and the number of the most recent definitized modification to your contract.*
<i>1c. Scope Of Work</i>	Briefly identify the kind of work you do under this contract. For a hardware contract, note the quantity being procured or proposed.
<i>1d. Auth. Contr. Rep. (Signature) / Date</i>	The authorized contractor representative signs and dates the report to signify review and approval.

*A definitized contract modification is one in which the cost has been negotiated.

Item 2. Report for Month Ending and Number of Working Days

Enter the ending date of your accounting month and the number of working days for that accounting month.

If the contractor has a major subcontractor, the contractor may be required, at the discretion of the Contracting Officer, to submit a copy of the sub's financial management report at the same time the contractor's report is submitted. Subcontractors' reports will

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cover roughly the same period as the prime contractor. However, since contractors and subcontractors each use their own accounting systems, the dates in the two reports may not be the same because of variations in accounting months.

Item 3. Contract Value

In item 3a Cost, and item 3b Fee, enter the total cost and fee respectively of all currently authorized and definitized work to be performed under the contract. This includes all work negotiated in your latest contract modification. For incentive contracts, enter the negotiated target cost and target fee.

Item 4. Fund Limitation

Record the total amount NASA has obligated to spend on the contract and your latest contract modification number as of the report date.

Item 5. Billing

The following table explains how to complete item 5.

<u>Item</u>	<u>Completion Instructions</u>
<i>5a. Invoice Amts. Billed</i>	Note the total amount of invoices billed to NASA against the contract, and write in the latest invoice number as of the report date.
<i>5b. Total Pyts. Rec'd.</i>	Enter the total amount of payments you have received from NASA as of the report date.

Item 6. Reporting Category

List the negotiated reporting elements which are found in your contract.

Item 7. Cost Incurred / Hours Worked

Item 7 has four columns, two for actual and planned costs for the month you are reporting, and two for cumulative-to-date totals. Which elements you report (i.e., dollars, hours, or both) are defined in your contract.

The following table explains how to complete item 7.

<u>Item</u>	<u>Completion Instructions</u>
<i>7a. Actual (During Month)</i>	Enter the actual accrued cost and/or hours for the report month as reported in the contractor's accounting system.
<i>7b. Planned (During Month)</i>	Enter the planned cost and/or hours for the report month. This information comes from the contract's baseline plan, plus any definitized contract modifications and authorized changes.
<i>7c. Actual (Cum. To Date)</i>	Enter the actual accrued cumulative to date cost and/or hours beginning when the contract started and including the report month as reported in the contractor's accounting system.

<u>Item</u>	<u>Completion Instructions</u>
<i>7d. Planned (Cum. To Date)</i>	Enter the planned cumulative to date cost and/or hours beginning when the contract started and including the report month. This information comes from the contract's baseline plan, plus any definitized contract modifications and authorized changes.

Item 8. Estimated Cost / Hours to Complete

Item 8 is for reporting the estimated cost or hours it will take to complete authorized work. Item 8 also includes work for which final approval is pending. These estimates must be as accurate as possible and not just a restatement of the contract value. The estimates entered in item 8 must include potential overruns and underruns as soon as you realize they may occur.

Item 8a is the estimate for the month following the month reported in items 7a and 7b. Item 8b is the estimate for the month after 8a. For item 8c, Balance of Contract, enter your cost and/or hourly estimate to complete the contract starting with the month following item 8b. If the amounts in item 8c are for more than one fiscal year, you may be required to break down these cost estimates in your NF533 contractor remarks.

If you are unsure of your responsibility, check your contract or talk to your Contracting Officer.

Item 9. Estimated Final Cost / Hours

The following table explains how to complete item 9.

<u>Item</u>	<u>Completion Instructions</u>
9a. Contractor Estimate	Enter the sum of items 7c, 8a, 8b, and 8c.
9b. Contract Value	Enter the negotiated contract value of the reporting elements plus any definitized contract modifications.

If item 9a and item 9b are not the same amount, you will need to explain why in the contractor remarks using the reconciliation of changes format. If items 9a and 9b are different because of authorized modifications that have not been definitized, then these changes must also be identified in the contractor remarks.

Item 10. Unfilled Orders Outstanding

For item 10, if directed by the Contracting Officer, list the total cost of any equipment or services that you have ordered but not yet accepted as of the reporting date. Item 10 also includes any money obligated to a subcontractor for work the sub has not finished.

Amounts in item 10 are listed even if you have included the same amounts in item 8, Estimated Cost / Hours To Complete.

Contractor Remarks

Contractors must explain certain data within the NF533 in the contractor remarks.